



## Arizona Medical Board

9545 East Doubletree Ranch Road • Scottsdale, Arizona 85258

Home Page: <http://www.azmboard.org>

Telephone (480) 551-2700 • Fax (480) 551-2704 • In-State Toll Free (877) 255-2212

### **FINAL MINUTES FOR HIRING COMMITTEE MEETING Held at 12:00 Noon on September 20, 2004 9545 E. Doubletree Ranch Road • Scottsdale, Arizona**

#### ***Hiring Committee Members***

Sharon B. Megdal, Ph.D., Chair

Edward J. Schwager, M.D.

Patrick N. Connell, M.D.

Ingrid E. Haas, M.D.

#### ***Board Counsel***

Christine Cassetta, Assistant Attorney General

#### ***Staff***

Cherie Pennington, Director of Human Resources

Randi Orchard, Chief Financial Officer

Tricia Steffey, Board Coordinator

Susan Ahn, Legal Coordinator

#### **CALL TO ORDER**

Sharon B. Megdal, Ph.D., Committee Chair, called the meeting to order at 12:08 p.m.

#### **ROLL CALL**

The following Board Members were present: Sharon B. Megdal, Ph.D., Patrick N. Connell, M.D., Ingrid E. Haas, M.D., and Edward J. Schwager, M.D.

#### **CALL TO THE PUBLIC**

There was no-one present for the Call to the Public.

#### **NON-TIME SPECIFIC ITEMS**

##### **Discussion of Process for Recruiting and Hiring an Executive Director**

Jackie Mass and Emilio Velez from the Arizona Department of Administration (ADOA) attended the meeting telephonically. Sharon B. Megdal, Ph.D., informed the Committee that Ms. Mass and Mr. Velez are present to discuss the options available in regard to using ADOA to conduct the search process. Patrick N. Connell, M.D., clarified for the Committee that the ADOA did not provide their services during the 2002 Executive Director search, however the ADOA did provide services for the previous Executive Director search in 1998. Dr. Megdal stated that the ADOA has a high-powered track record for conducting executive searches for the Governor. Dr. Connell stated that he was impressed with the services provided by the ADOA in 1998.

Ms. Mass informed the Committee how the ADOA can assist with this Executive Director search. The first step is to determine that the Position Description Questionnaire (PDQ) and Job Description are relevant. The second step is to identify marketing areas for advertising the position (i.e. local, national, other administrative offices within government, etc.). Ms. Mass informed the Committee that the State of Arizona currently has a very limited relocation budget and most of the funds have already been allocated. Under A.R.S § 35-196.01, relocation and travel funds must be expended through the ADOA and departments shall not cover these expenses. Mr. Velez will assist the Committee to develop the criteria for placing advertisements, direct recruiting, direct marketing, and assisting with the development of timelines. Dr. Megdal stated that Mr. Velez has provided a spreadsheet that outlines the recruiting process to the Committee Members and that Cherie Pennington, Director of Human Resources, has provided the Committee Members with a timeline of the 2002 Executive Director search. All Committee Members confirmed that they would like the ADOA to assist in the Executive Director search.

### **NON-TIME SPECIFIC ITEMS (Continued)**

Dr. Connell asked for clarification of budget restraints. Christine Cassetta, Board Counsel, clarified that departments shall not cover recruiting expenses unless it has been specifically allocated in the budget by the legislature. Ms. Mass stated that there are funds available, however the funds are very limited. The ADOA can manage the transportation costs of conducting an interview (flying in candidates from out of state, providing hotel accommodations, and car rentals) for one or two candidates. The issue is with covering the relocation costs should the Board hire a candidate from out-of-state. Ms. Cassetta stated that there are tax benefits for anyone who pays for their relocation out-of-pocket. Ms. Mass also stated that the Board has the option to offer a hiring bonus. Dr. Megdal stated that most people who work in government agencies understand that government agencies typically do not provide relocation reimbursement. Ms. Mass clarified for Dr. Megdal that the cost for advertising will come from the Arizona Medical Board's budget. Randi Orchard, Chief Financial Officer, stated that the current budget allows for such costs.

Dr. Megdal stated that the Committee Members should first consider some key factors involved. It was agreed by all Committee Members that the search should not be limited geographically and that there will be a national search. It was agreed that qualifying candidates should possess extensive regulatory, management, and Legislative experience, with strong communication skills, however the candidate does not have to be a medical professional.

**MOTION: Patrick N. Connell, M.D., moved to delegate the responsibility of approving the job announcement and the final sites for advertising the position to Sharon B. Megdal, Ph.D.**

**SECONDED: Ingrid E. Haas, M.D.**

**VOTE: 4-yay, 0-nay, 0-abstain/recuse, 0-absent**

**MOTION PASSED.**

Dr. Megdal stated that if any of the Committee Members had any comments or suggestions regarding the current job description that they should address those issues through Mr. Velez and Ms. Cassetta. The Committee Members reviewed the suggested venues for advertising the job announcement and provided additional suggestions. Dr. Megdal reiterated that the qualified candidate should have extensive experience and this should be conveyed in the job announcement. Mr. Velez recommended that the job announcement be posted for no less than 30 days. Ms. Pennington stated that the job announcement in 2002 was posted for two weeks and applications were not accepted after the closing date. Mr. Velez stated that another option is to either leave the position open until filled or determine a specific closing date, but indicate on the job announcement that an initial review will begin on a specific date.

**MOTION: Edward J. Schwager, M.D., moved that the closing date be 21 calendar days from the date of posting.**

**SECONDED: Patrick N. Connell, M.D.**

**VOTE: 4-yay, 0-nay, 0-abstain/recuse, 0-absent**

**MOTION PASSED.**

Mr. Velez reviewed the process that takes place after the job announcement has been posted. He stated that the resumes will be reviewed and the ADOA will develop a matrix that ranks the candidates based on the qualifying criteria set by the Committee. The matrix will consist of three sections: qualified candidates, borderline candidates, and non-qualifying candidates. Once the position is closed, the matrix will be delivered to Ms. Cassetta, who will forward it to the Committee Members for review. At that point, the Committee will make its selection of candidates to interview. Mr. Velez stated that once the position closes, it would take no longer than two days to complete and deliver the matrix. Committee Members agreed that they would convene a meeting within one week after receiving the matrix to review, discuss, and identify candidates for interview. Dr. Megdal clarified that Committee Members will attend this meeting in-person and it will be a closed-door session. The Committee Members agreed that they would not conduct a pre-screening telephone interview with candidates. Committee Members agreed that the initial interview by Committee Members shall be conducted on a Friday and the top candidates shall be interviewed by the full Board in closed-door session on the following Saturday morning.

Dr. Megdal asked about communication from this Committee to the full Board. Edward J. Schwager, M.D., stated that a notice should be sent to the Board Members to inform them that this Hiring Committee has been appointed and a verbal update should be agendized for the October Board Meeting. Dr. Schwager stated that as long as the Committee stays within the budget, there is no need for full Board approval of expenditure of funds. Ms. Orchard clarified for the Committee that all costs involved with recruitment are allocated under Operating Expenses. Ms. Cassetta agreed to draft a communication on behalf of Dr. Schwager and Dr. Megdal to the full Board. Ms. Cassetta asked for clarification regarding the responsibilities delegated to Dr. Megdal, specifically if the review and approval of the job announcement has also been delegated to her. Mr. Velez stated that he would develop two announcements, a more comprehensive announcement for online media and a more concise announcement for print media. The Committee Members agreed to delegate the review and approval of the job announcements to Dr. Megdal.

**NON-TIME SPECIFIC ITEMS (Continued)**

Ms. Pennington asked Mr. Velez if the ADOA would be responsible for scheduling and arranging the interviews. Mr. Velez stated that this is the decision of the Committee. Ms. Mass stated that an ADOA vendor is available to assist with travel arrangements and that she will provide a Travel Arrangement Form to Ms. Pennington. Dr. Megdal asked that either Mr. Velez or Ms. Mass be present during the interviews as a Human Resource Representative.

Dr. Connell stated that during the 2002 Executive Director search, the Committee prepared the interview questions. Dr. Megdal asked that the questions from the 2002 search be reviewed by the Committee Members and agendaized to discuss at the in-person Committee meeting. The interview questions should be distributed along with the resumes and matrix prepared by the ADOA.

Ms. Cassetta asked for clarification regarding whom Committee Members should contact if they have any comments or suggestions regarding the current PDQ. Dr. Megdal instructed Ms. Cassetta to work with Mr. Velez to determine the best method of communication and inform the Committee Members with specific contact instructions.

Ms. Pennington informed the Committee Members that since the Executive Director position is currently filled, the current Executive Director must be involved with any changes officially made to the PDQ. Ms. Cassetta informed the Committee Members that any comments made regarding the PDQ will be for the purpose of developing the job description for the job announcement and will not be incorporated into the official PDQ.

Meeting Adjourned at 1:06 p.m.

[seal]

---

Barry A. Cassidy, Ph.D., P.A.-C, Executive Director